

@dvantage series

Microsoft® **Word**

COMPLETE EDITION

2002



**Microsoft®
Office XP**

Sarah E. Hutchinson

Glen J. Coulthard



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series



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Preface

The Advantage Series

Goals/Philosophy

The @dvantage Series presents the **what, why, and how** of computer application skills to today's students. Each lab manual is built upon an efficient learning model that provides students and faculty with complete coverage of the most powerful software packages available today.

Approach

The @dvantage Series uses an efficient learning model that provides students and faculty with complete coverage and enhances critical thinking skills. This case-based, problem-solving approach teaches the what, why, and how of computer application skills.

The @dvantage Series introduces the **Feature-Method-Practice** layered approach. The **Feature** describes the command and tells the importance of that command. The **Method** shows students how to perform the feature. The **Practice** allows students to apply the feature in a keystroke exercise.

About the Series

The @dvantage Series: Offers three levels of instruction. Each level builds upon the previous level. The following are the three levels of instruction:

Brief: Covers the basics of the application, contains two to four chapters, and is typically 140–240 pages long.

Introductory: Includes the Brief lab manuals plus four additional chapters. The Introductory lab manuals are approximately 300–400 pages long and prepare students for the *Microsoft Office User Specialist Core Exam (MOUS Certification)*.

Complete: Includes the Introductory lab manuals plus an additional four chapters at an advanced level. The Complete lab manuals are approximately 600 pages long and prepare students to take the *Microsoft Office User Specialist Expert Exam (MOUS Certification)*.

The lab manuals for the four Office applications are also offered as a set:

Office XP, Volume I: Includes the Brief lab manuals for Word, Excel, Access, and PowerPoint, plus three chapters of Integrating and Extending Microsoft Office XP.

Office XP, Volume II: Includes the additional chapters for the Introductory lab manuals for Word, Excel, Access, and PowerPoint.

Approved Microsoft Courseware

Use of the Microsoft Office User Specialist Approved Courseware logo on this product signifies that it has been independently reviewed and approved as complying with the following standards: acceptable coverage of all content related to the Microsoft Office Exam entitled *Microsoft Word 2002* and sufficient performance-based exercises that relate closely to all required content, based on sampling of text. For further information on Microsoft's MOUS certification program please visit Microsoft's Web site at <http://www.mous.net/>.



preface

Features of This Book

New and Improved Features

- The new design makes it easier for students to follow the material and succeed with it.
- Twice the number of screenshots from previous editions enhances the visual appeal and helps students successfully complete the hands-on steps.
- 50% more review and exercise material is available on the Web site.
- Updated cases and hands-on exercises provide valuable practice.
- Better implementation of design elements and shading increase usability of the Feature, Method, Practice sections.
- New! Prerequisites for each chapter ensure that students are prepared.

Elements

Each lab manual features the following elements:

- **Learning Objectives:** At the beginning of each chapter, a list of action-oriented objectives is presented to detail what is expected of the students.
- **Prerequisites:** Each chapter begins with a list of prerequisites that identify the skills necessary to complete the modules in that chapter.
- **Chapters:** Each lab manual is divided into chapters.
- **Modules:** Each chapter contains three to five independent modules. Although we recommend you complete an entire chapter before proceeding, you may skip or rearrange the order of these modules to best suit your learning needs.
- **Case Studies:** Each chapter begins with a case study. The student is introduced to a fictitious person or company and their immediate problem or opportunity. Throughout the chapter, students obtain the knowledge and skills necessary to meet the challenges presented in the case study. At the end of each chapter, students are asked to solve problems directly related to the case study.
- **Feature-Method-Practice:** Each chapter highlights our unique Feature-Method-Practice layered approach. The *Feature* layer describes the command or technique and persuades students of its importance and relevance. The *Method* layer shows them how to perform the procedure, and the *Practice* layer lets them apply the feature in a hands-on, step-by-step exercise.
- **Instructions:** The numbered step-by-step progression for hands-on examples and exercises is clearly identified. Students will find it easy to follow the logical sequence of keystrokes and mouse clicks with no need to worry about missing a step.
- **In Addition Features:** Placed strategically throughout the chapter, these features provide information on advanced topics that are beyond the scope of the current discussion.
- **Self-Check Questions:** At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear at the end of the learning guide.
- **Chapter Summary:** Including a *Command Summary* and *Key Terms*, the summary provides an excellent review of the chapter content and prepares

students for the short-answer, true/false, and multiple-choice questions at the end of each chapter.

- **Hands-On Exercises:** Each chapter includes six hands-on exercises rated according to difficulty level. The easy and moderate projects use a running-case approach, whereby the same person or company appears at the end of each chapter in a particular tutorial. The two *difficult* or *on your own* projects provide greater latitude in applying the software to a variety of creative problem-solving situations.

- **Appendix: Preparing to Use Office XP:**

Each lab manual contains this appendix for teaching students the fundamentals of using a mouse and a keyboard. It also illustrates how to interact with a dialog box, and describes the fundamentals of how to use the Office XP Help system.



preface

Features of This Lab Manual



CaseStudy STUDENT TUTORING SERVICES

Alex Federov is helping to pay his university tuition by tutoring high school and university students. Over the last two years, he developed an excellent reputation for making complex topics simple and easy to remember.

Although he is an excellent tutor, last year he didn't earn as much as he had expected. Alex thinks his lackluster earnings can be attributed to poor advertising and inadequate record keeping. This year, he plans to operate his tutoring services more like a real business. His first priority is to learn how to use Microsoft Word so that he can prepare advertising materials, send faxes and memos, and organize his student notes.



In this chapter, you and Alex create simple documents from scratch and from built-in document templates. You will save, open, and print your work and create file folders for keeping your work organized. You will also perform basic editing procedures including using the Undo command, correcting mistakes as you type, and selecting and changing text.

1.1 Getting Started with Word

Microsoft Word is a word processing application program that enables you to create, edit, format, and print many types of documents including résumés and cover letters, reports and proposals, World Wide Web pages, and more. By the time you complete this learning guide, you will be skilled in creating all types of documents and in getting them to look the way you want. In this module, you load Microsoft Word and proceed through a guided tour of its primary components.


1.1.1 Loading and Exiting Word

feature →


You load Word from the Windows Start menu, accessed by clicking the Start button () on the taskbar. Because Word requires a significant amount of memory, you should always exit the application when you are finished doing your work. Most Windows applications allow you to close their windows by clicking the Close button () appearing in the top right-hand corner.

method →

To load Word:


- CLICK: Start button ()
- CHOOSE: Programs, Microsoft Word

To exit Word:

- CLICK: Close button () appearing in the top right-hand corner, or
- CHOOSE: File, Exit from Word's Menu bar

practice →

You will now launch Microsoft Word using the Windows Start menu.

1. Position the mouse pointer over the top of the Start button () and then click the left mouse button once. The Start pop-up menu appears.

Case Studies

Each chapter begins with a case study. Throughout the chapter, students obtain the knowledge and skills necessary to meet the challenges presented in the case study. At the end of each chapter, students are asked to solve problems directly related to the case study.

Feature-Method-Practice

Each chapter highlights our unique Feature-Method-Practice layered approach.

The Feature layer describes the command or technique and persuades students of its importance and relevance. The Method layer shows them how to perform the procedure, and the Practice layer lets them apply the feature in a hands-on, step-by-step exercise.

New Design

The new @dvantage Series design offers a shaded area to maintain the focus in each Feature-Method-Practice section with its numbered step-by-step instructions.



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Features of This Lab Manual

In Addition Features

Placed strategically throughout the chapter, these features provide information on topics that are beyond the scope of the current discussion.

Self-Check Questions

At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear at the end of the learning guide.

Instruction

The numbered step-by-step progression for hands-on examples and exercises is clearly identified. Students will find it easy to follow the logical sequence of key-strokes and mouse clicks, and not worry about missing a step.

Chapter 4 Printing and Web Publishing

WD 153

Word

- Since it is our intention to keep the first page header and footer blank, let's close the Header and Footer toolbar.
CLICK: Close button on the Header and Footer toolbar
- Save and then close the "Web Business" document.

In Addition CHANGING PAGE ORIENTATION WITH SECTION BREAKS

To change the page orientation for a portion of a document, you can use section breaks. This procedure is useful when your document or report includes a table that is wider than the default page width. To change the orientation of a portion of a document from portrait to landscape, or vice versa, position the insertion point in the section you want to change and then choose File, Page Setup. Then, click the Margins tab and select a button in the Orientation area. To complete the procedure, select "This section" from the Apply to drop-down list and click the OK command button.

SelfCheck

4.4 What are sections used for?

4.5 Publishing to the Web

For those of you new to the online world, the Internet is a vast collection of computer networks that spans the entire planet, made up of many smaller networks connected by standard telephone lines, fiber optics, and satellites. The term **intranet** refers to a private and usually secure local or wide area network that uses Internet technologies to share information. To access the Internet, you need a network or modem connection that links your computer to your account on the university's network or an independent service provider (ISP).

Hands-On exercises

easy

- Laura Howard: Customizing a Resume**

Laura is still in the job hunt. In this exercise, you assume the role of Laura and practice changing margins and inserting and modifying a header.

 - Open the WD04HE01 data file. This document provides a model for a sample résumé.
 - Save the document as "LH Resume" to your personal storage location.
 - To set the left and right margins to 0.5":
CHOOSE: File, Page Setup
CLICK: Margins tab
CLICK: down arrow beside the Left margin text box until the value decreases to 0.5"
CLICK: down arrow beside the Right margin text box until the value decreases to 0.5"
CLICK: OK command button



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Chapter

Each lab manual is divided into chapters.

Module

Each chapter is composed of two to five modules.

Lessons

Each module is composed of one or more lessons.

Teaching Resources

We understand that in today's teaching environment, offering a textbook alone is not sufficient to meet the needs of the many instructors who use our books. To teach effectively, instructors must have a full complement of supplemental resources to assist them in every facet of teaching from preparing for class, to conducting a lecture, to assessing students' comprehension. *The @dvantage Series* offers a fully integrated supplements package and Web site, as described below.

Instructor's Resource Kit

The Instructor's Resource Kit contains an Instructor's Manual, a computerized Test Bank, and PowerPoint presentation slides:

- **Instructor's Manual:** The Instructor's Manual contains a chapter overview, lecture outlines, teaching tips, teaching strategies, pre-tests, post-tests, and additional case problems. Also included are answers to all end-of chapter material.
- **Computerized test bank:** The test bank contains over 1,200 multiple-choice, true/false, fill-in-the-blank, short-answer, and essay questions. Each question is accompanied by the correct answer, the level of learning difficulty, section number reference, corresponding page references, and mouse objective reference. Our flexible Diploma software allows you to easily generate custom exams.
- **PowerPoint presentation slides:** The presentation slides include lecture outlines, text figures, and speaker's notes. Also included are bullets to illustrate key terms and answers to frequently asked questions.

Online Learning Center (OLC) Web Site

Found at www.mhhe.com/cit/advantage2002, this site provides additional learning and instructional tools to enhance the comprehension of the text. The OLC Web site is divided into these three areas:

- **Information Center:** Contains core information about the text, supplements, and the authors.
- **Instructor Center:** Offers instructional materials, downloads, additional exercises, and other relevant links for professors.
- **Student Center:** Consists of 50% more end-of-chapter questions, hands-on projects, matching exercises, Internet exercises, learning objectives, prerequisites, chapter outlines, and more!

Skills Assessment

SimNet eXPert (Simulated Network Assessment Product)—SimNet provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests
- Computer-based training tutorials (new for Office XP)



- MOUS preparation exams
- Learning verification reports
- Spanish version

For more information on skills assessment software, please contact your local sales representative, or visit us at www.mhhe.com/it.

Digital Solutions to Help You Manage Your Course

- **PageOut** PageOut is our Course Web Site Development Center that offers a syllabus page, URL, McGraw-Hill Online Learning Center content, online exercises and quizzes, grade book, discussion board, and an area for student Web pages.

Available free with any McGraw-Hill/Irwin product, PageOut requires no prior knowledge of HTML, no long hours of coding, and a way for course coordinators and professors to provide a full-course Web site. PageOut offers a series of templates—simply fill them with your course information and click on one of 16 designs. The process takes under an hour and leaves you with a *professionally designed Web site*. We'll even get you started with sample Web sites, or enter your syllabus for you! PageOut is so straightforward and intuitive, it's little wonder that over 12,000 college professors are using it.

For more information, visit the PageOut Web site at www.pageout.net.

- **Online Courses Available** Online Learning Centers (OLCs) are your perfect solutions for Internet-based content. Simply put, these centers are “digital cartridges” that contain a book's pedagogy and supplements. As students read the book, they can go online and take self-grading quizzes or work through interactive exercises. The centers also provide students appropriate access to lecture materials and other key supplements.

Online Learning Centers can be delivered through any of these platforms:

- McGraw-Hill Learning Architecture (TopClass)
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- eCollege.com (formerly Real Education)
- WebCT (a product of Universal Learning Technology)

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Acknowledgments

This series of tutorials is the direct result of the teamwork and heart of many people. We sincerely thank the reviewers, instructors, and students who have shared their comments and suggestions with us over the past few years. We do read them! With their valuable feedback, our tutorials have evolved into the product you see before you.

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Write to Us

We welcome your response to this tutorial, for we are trying to make it as useful a learning tool as possible. Please contact us at

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APPROVED COURSEWARE

What Does This Logo Mean?

It means this courseware has been approved by the Microsoft® Office User Specialist Program to be among the finest available for learning Microsoft Office XP, Microsoft Word 2002, Microsoft Excel 2002, Microsoft PowerPoint 2002 and Microsoft Access 2002. It also means that upon completion of this courseware, you may be prepared to become a Microsoft Office User Specialist.

What Is a Microsoft Office User Specialist?

A Microsoft Office User Specialist is an individual who has certified his or her skills in one or more of the Microsoft Office desktop applications of Microsoft Word, Microsoft Excel, Microsoft PowerPoint® or Microsoft Access. The Microsoft Office User Specialist Program typically offers certification exams at the "Core" and "Expert" skill levels.* The Microsoft Office User Specialist Program is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office desktop applications. This certification can be a valuable asset in any job search or career advancement.

More Information

To learn more about becoming a Microsoft Office User Specialist, visit www.mous.net

To purchase a Microsoft Office User Specialist certification exam, visit www.DesktopIQ.com

To learn about other Microsoft Office User Specialist approved courseware from McGraw Hill/Irwin, visit <http://www.mhhe.com/catalogs/irwin/cit/mous/index.mhtml>.

Who benefits from Microsoft® Office User Specialist certifications?

Employers Microsoft Office User Specialist ("MOUS") certification helps satisfy employers' needs for qualitative assessments of employees' skills. Training, coupled with MOUS certification, offers organizations of every size the ability to enhance productivity and efficiency by enabling their employees to unlock many advanced and labor-saving features in Microsoft Office applications. MOUS certification can ultimately improve the bottom line.

Employees MOUS certification demonstrates employees' productivity and competence in Microsoft Office applications, the most popular business applications in the world. Achieving MOUS certification verifies that employees have the confidence and ability to use Microsoft Office applications in meeting and exceeding their work challenges.

Instructors MOUS certification validates instructors' knowledge and skill in using Microsoft Office applications. It serves as a valuable credential, demonstrating their potential to teach students these essential applications. The MOUS Authorized Instructor program is also available to those who wish to further demonstrate their instructional capabilities.

Students MOUS certification distinguishes students from their peers. It demonstrates their efficiency in completing assignments and projects, leaving more time for other studies. Improved confidence in meeting new challenges and obstacles is yet another benefit. Achieving MOUS certification gives students the marketable skills necessary to set them apart in the competitive job market.

*The availability of Microsoft Office User Specialist certification exams varies by application, application version, and language. Visit www.mous.net for exam availability.

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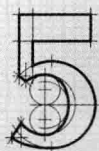
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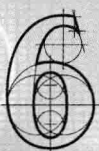
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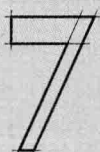
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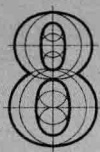
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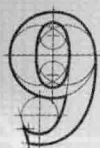
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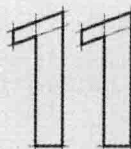
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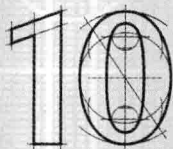
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